



OFFICE MEMORANDUM

DATE: April 28, 2003

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2003-06
Construction Projects Records Retention

Recently, the Michigan Department of History, Arts and Libraries - Records Management issued a retention and disposal schedule, which has resulted in uncertainty regarding retention of our construction project records. This instructional memorandum is to notify construction project staff to retain all construction project records at each TSC until further notice.

The Construction and Technology Support Area will be working with a team from the regions to review the records retention schedule to assure we are in compliance with the requirements of FHWA 49 CFR, Section 18.42. Once we have completed this task, we will provide you with further information about the retention and disposal of project records.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:AW:kab

Subject Index: Documentation

cc: C & T Support Area Staff
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